

Commission on Outreach
Minutes of September 10, 1997

Present: William "Terry" Swecker, Judith Jones (for Clark Jones), Kathy Lewis, Dixon Hanna, Sara Baker, Eldridge Collins, Peter Eyre, Michael Bertelsen (for S.K. DeDatta), Lee Skabelund, and Mary McFerren (via conference call).

Absent: Ted Settle, Doug McAlister, Linda Gray, Norman Marriott, Bill Murphy, Kevin Fenton, Julie Ozanne, Daniel Schneck, Gerry Cross, Ann Hertzler, Samuel Johnson, Sharon Diggs, Tina Shanklin, Laurie Hawkins, GSA representative

1. Adoption of Agenda: Terry Swecker

The chairman, Terry Swecker, distributed copies of the agenda. After a short review of items listed, it was properly moved and seconded that the agenda be accepted.

2. Introductions: Terry Swecker

Each person present was asked to introduce themselves and state which department/college they were affiliated with.

3. Selection of meeting times for fall and spring semester: Terry Swecker

After some discussion it was decided that meetings would be held on the second Thursday of every month from 1-3 p.m. Kathy Lewis was asked to find a location.

4. Update on selection of Vice Provost for Outreach - Dixon Hanna

Dixon reported that the committee, chaired by Greg Brown, had met once with the Provost. Announcements have gone out and the review of applications has begun.

5. Update on university self-study: Dixon Hanna

The university is going through the accreditation process. Although most of the MUST statements are behind us, the ones relative to Distance Education are still being discussed. A final draft should be done by November 1 and the final document should be completed by middle of March. The strategic piece of the self-study document is on the web under the Provost's section of the homepage.

6. Selection of commission members for Public Service Excellence Award committee and COTA Fellows selection committee: Terry Swecker

Terry stated that he would like for four members from the Commission to serve on the Public Service Excellence Award Committee. Further, Terry stated that he would like four Commission members and four members from the Academic Council of Continuing Education to serve on the COTA Fellows selection committee. Peter Eyre made a motion that the Chairman be given the authority to appoint the committee members from the Commission. The motion was seconded by Eldridge Collins.

7. Development of agenda for 97-98

Issues cited as agenda items for the Commission included: (a) enhance university's mission to reach out to the public; (b) insert outreach into promotion and tenure and annual faculty activity reports (merging credit & non-credit, undergraduate & graduate); and (c) how to reward faculty doing outreach in the promotion and tenure process.

Terry stated that he would like to divide the committee into two or three groups to work on these issues independently and report back to the Commission in total. Peter suggested that before groups be formed, there should be a decision made by the Provost on the official definition of outreach. Terry agreed and said that he would contact the Provost to try and get a ruling on that definition.

8. Other items:

Dixon asked to be allowed to make a presentation on the implementation plan at the next Commission meeting.

The next meeting of the Commission is scheduled for Thursday, October 9, 1-3 in 400D Burruss.

Commission on Outreach
Minutes of November 13, 1997

Present: Terry Swecker, Peter Eyre, Jessica Wolff, S. K. DeDatta, Jim Parkhurst (for Jerry Cross), Dixon Hanna, Kathy Lewis, Sara Baker, Tina Shanklin, Martha McCollum, Eldridge Collins, Dan Schneck, Ted Settle, Ann Hertzler, Bill Murphy, Kevin Fenton, Norman Marriott, Clark Jones, Sharon Diggs (by phone)

Absent: Doug McAlister, Linda Gray, Lee Skabelund, Julie Ozanne, Samuel Johnson, Mary McFerren

1. Adoption of Agenda: Terry Swecker

Copies of the agenda were distributed. After a review of items listed, it was properly moved and seconded that the agenda be accepted.

2. Forwarding Definition of Outreach to University Council: Terry Swecker

The Outreach Implementation Task Force gave the Commission on Outreach the charge of defining outreach. The resolution defining outreach was passed by the Commission last December. The basis of the resolution is that outreach is not the third mission of the University. Outreach is something which extends across all missions of the University--teaching, research, and service. Terry stated that he would put the resolution into the proper language and forward to Pat Hyer to be presented to the University Council.

3. Outreach Vision Statement: Dixon Hanna

Dixon stated that as Interim Vice Provost for Outreach he had been asked by the Provost to develop a simplified vision statement for outreach based on the criteria discussed in "Envisioning The Future: A Progress Report," the "Update To The University Plan, 1996-2001," and the "Update to the University Plan, 1996-2001: The Implementation Plan." A copy of the vision statement which discusses the goal for outreach at Virginia Tech and the strategies to accomplish this goal was distributed. Noted in parentheses were the references to the tasks outlined in the implementation plan.

Additionally, Dixon shared a copy of the Outreach Strategy Matrix which listed in table format the outreach tasks taken from the college plans submitted to the Provost this past July. This matrix was shared with the Outreach Council, Outreach's administrative group representative of all colleges, and was found to reflect the perception of the colleges. Although there was not much consistency in style and direction, most of the different tasks and strategies in the implementation plan had at least one college or department working on some piece of it.

Because different colleges use different jargon, Dixon asked for help from the Commission members in the development of the final vision statement document to ensure that the correct taxonomy is used so that everyone understands what is being said.

Terry stated that anyone wishing to make comments should direct them to Dixon.

4. Incorporation of Outreach Into Promotion and Tenure Documents:
Dixon Hanna

Dixon stated that aside from the seed grant program, the Outreach Council has been focusing on the issue of promotion and tenure and how to measure outreach--how to level the playing field in terms of what the guidelines are for outreach. The college administrators serving on the Outreach Council surveyed their colleges and found that most in one form or another

have been using the university promotion and tenure guidelines as the outline for their annual activity reports or for promotion and tenure documentation. The Council decided that in order to have some success in dealing with faculty rewards for outreach, some thought had to be given to the definitions and how outreach activity is expressed within those guidelines for promotion and tenure. Linda Leffel and Judith Jones because of their experience working with promotion and tenure on the non-academic side of the house were asked to join the promotion and tenure group. Dixon suggested that maybe some of the members of the Commission may be interested in participating also. The intention is to come up with a draft of some revisions that the Commission as a group could discuss and then discuss with the Provost. This project is still in progress but there will be a draft document prepared that will be shared with the Commission.

5. Outreach Web Page: Dixon Hanna

Dixon stated that the outreach web page does exist and is still under construction. It can be found at <http://ate.cc.vt.edu/PROVOST/outreach/>.

6. ReachOUTGrants: Dixon Hanna

Dixon distributed a one-page informational sheet on the ReachOUT grants program which gave factual information about criteria and the proposal deadline. Two open question and answer sessions were held and over 90 people attended. The proposals will be evaluated by the Outreach Council members and with the \$300K set aside for the project, Dixon felt that between 30-40 proposals would be funded. Dixon encouraged as many faculty as could to participate. Anyone wishing more information was asked to send questions to vtout@vt.edu.

7. Affirmation of Subcommittees on Public Service Excellence Award and COTA Selection: Terry Swecker

Terry stated that the Commission is responsible for supplying members for two committees--the Public Service Excellence Award and COTA Selection subcommittees. Ann Hertzler will be chairing the Public Service Excellence Award subcommittee and will be contacting those who have agreed to serve. The announcement for this award was sent out via the Deans, Directors, and Department Heads mailing list and award nominations should be sent to Kathy Lewis in the Office of the Vice Provost for Outreach. Ted Settle will be contacting those Commission members who will be serving on the COTA Selection subcommittee.

The meeting adjourned at 2:16 p.m.

The next meeting of the Commission on Outreach is scheduled for December 11, 1997 from 1-3 p.m. in 110 Burruss.

Commission on Outreach
Minutes of March 26, 1998

Present: Terry Swecker, Peter Eyre, S. K. DeDatta, Dixon Hanna, Kathy Lewis, Sara Baker, Tina Shanklin, Martha McCollum, Eldridge Collins, Ted Settle, Ann Hertzler, Norman Marriott, Judith Jones (for Clark Jones), Sharon Diggs (by phone), Doug McAlister, Lyn Gray, Julie Ozanne, Lee Skabelund, Samuel Johnson (by phone)

Absent: Mary McFerren, Kevin Fenton, Bill Murphy, Dan Schneck, Jessica Wolff

1. Adoption of Agenda: Terry Swecker

Copies of the agenda were distributed. After a review of items listed, it was properly moved and seconded that the agenda be accepted.

2. Update on Selection of Vice Provost for Outreach - Terry Swecker

Terry Swecker reported that two candidates had been selected for an interview, however, one candidate had withdrawn--one had accepted another position. The second candidate, Dr. Ed Simpson from Georgia, had been brought to campus.

3. Update on University Self Study - Terry Swecker

Terry Swecker stated that the SACS accreditation team had visited the campus from March 15-18, 1998. During that time he was afforded an opportunity to meet with the members of the team and discuss the Commission on Outreach.

4. Public Service Excellence Award Committee - Terry Swecker

Terry Swecker offered a special thanks to Ann Hertzler for chairing the committee responsible for selecting the Public Service Excellence Award recipient for 1998. He announced that Dr. R. Michael Chandler had been the successful recipient and he would be recognized in the Spectrum and at Founder's Day. Dr. Judith Jones added that Dr. Chandler would be honored at an Extension function also.

5. Update on Distance Learning and Outreach Activities - Tom Wilkinson

Tom Wilkinson, Director of Distributed Learning, distributed copies of and made a presentation on his proposal to establish The Institute for Distance and Distributed Learning at Virginia Tech. Briefly, his presentation discussed programs currently being offered by satellite as well as future programs that are being considered for this type of medium. Being able to offer programs over this medium would connect learners with a system of distributed learning resources regardless of time and place in support of teaching and learning, research, and outreach. Additionally, Dixon Hanna distributed a copy of the Provost's administrative directive for the approved process for offering distance educational courses and some of the policy issues resulting from the offering of undergraduate courses at a distance.

After a short question and answer period, Terry Swecker asked that anyone with questions or comments please contact Tom Willkinson directly.

The meeting adjourned at 3:47 p.m.

The next meeting of the Commission on Outreach is scheduled for April 23 from 1-3 p.m. in 400D Burruss.